



# Foreign Affairs Manual

## VOLUME 6 – General Services

Transmittal Letter: GS-50

Date: May 21, 1997

---

## CHAPTER 100 TRAVEL, TRANSPORTATION, AND STORAGE

### MAJOR CHANGES

1. This issuance continues the reorganization and consolidation of 6 FAM. It covers the travel of personnel and the transportation and storage of their property.

2. Chapter 100, Travel, Transportation, and Storage, is totally rewritten. Users should read the contents carefully and treat it as all new. In addition to the update policies, this chapter now contains the (revised) procedural material previously contained in 6 FAH-1, *General Services Handbook* Chapter H-100 (Travel, Transportation, and Storage of Effects). The chapter uses the standard FAM integrated pages approach, wherein procedures are indicated by blue borders around the text.

3. 6 FAH-1 Chapter H-100, Travel and Transportation, is being cancelled (TL:GSH-29).

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM section 1115.2).

### FILING INSTRUCTIONS for paper copies

1. Remove and destroy the old 6 FAM Chapter 100 contents, including all exhibits and appendices, and the chapter table of contents and index (various TLs, 120 pages total) and replace it with the attached revised Chapter 100 (308 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:GS-50, and initial.

*For funds/purchasing purposes, this Transmittal Letter is costed at \$77.50.*

## DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* (unclassified) is issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/IM/CST/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4881, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.

2. All posts and offices holding hard copy versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform DIR and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/IM/CST/MMS/PB, Room 1853, 202-647-1632, FAX 202-736-4269, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/IM/CST/MMS/DIR. Direct questions concerning substance and interpretations to A/OPR/ST/TD.

**(A/OPR)**